

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

August 05, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-07

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Affordable Care Act (ACA) Reporting for Calendar Year 2016

This is to advise all LaGov HCM Paid agency personnel of the availability of Infotype 9004, ACA Reporting, for agencies to resume entry of calendar year 2016 data.

Employees determined to be eligible for health coverage were offered coverage during the 2015 Office of Group Benefits (OGB) Annual Enrollment period. Employees enrolled in health coverage for the 2015 plan year who continued their enrollment for the 2016 plan year should not need any changes to Infotype 9004 as long as an end date of 12/31/9999 was used. Employees who waived coverage for the 2015 plan year and continued to waive coverage for the 2016 plan year require a new Infotype 9004 for the 2016 calendar year reflecting a waiver of coverage.

**In order to allow time for review, corrections, and testing of the data, agencies must complete all 2016 Infotype 9004 entries by September 16, 2016.** Reminder: An Infotype 9004 record(s) is required for every employee who worked at any point during the 2016 calendar year. Use the Infotype 9004 Employee Scenario matrix to assist with determining the appropriate entry codes.

In addition, agencies should be measuring hours of service for those employees not considered ACA full-time during the appropriate measurement period using the ACA Dates Calculator (ZP250) in LaGov HCM or the measurement period chart that can be found on the Office of State Uniform Payroll (OSUP) ACA webpage.

**CAUTION:** Changes made to a 2015 Infotype 9004 record may require a corrected Form 1095-C which must be sent to the IRS and the employee. Agencies must contact the Benefits & Financial Administration Unit prior to changing a 2015 Infotype 9004 record.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-07

August 05, 2016

Page 2

Agencies should review all information that is available on the OSUP ACA webpage found at: <http://www.doa.la.gov/Pages/osup/ACA.aspx>.

Questions regarding Infotype 9004 entry guidelines should be directed to the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) OR (225):

Jodi Bullock	342-5345	Brandy Boyd	342-5354
Jessamye Charette	342-5344	Desiree Jefferson	342-5377
Kenya Warren	342-5357		

APH/PAR:mfr